

CITY OF BERLIN

New Hampshire

Position Description

Building Inspector

The description below is general in nature. It is intended as a guide for personnel actions and is not intended as a complete itemization of all facets of the position. It is not intended to delimit or circumscribe the work of a position. Instead, it is intended to provide a descriptive foundation and general skill and responsibility level for the position.

POSITION SUMMARY: The purpose of this position is to provide the City with the ability to enforce City Building, Plumbing, Electrical, Housing and Zoning Codes as well as Site Plans within the City of Berlin. A City Building Inspector is a code enforcement position but it is also a position of assistance and information to the public wherever possible.

ACCOUNTABILITY: Works under the general supervision of the City Manager or his designee.

SUPERVISION EXERCISED: The position may supervise other assistants or helpers in carrying out work assigned.

TYPICAL WORK ENVIRONMENT: Both inside and outside.

EXAMPLES OF WORK (Illustrative only):

- Receives and reviews applications for building, electrical and plumbing permits from the public and reviews the plans and specifications submitted in conjunction with these permits for compliance with applicable codes.
- Checks all applications for building permits against city building and zoning codes and public works ordinances to be sure that the proposed construction is in compliance with these. Works closely with the Fire Department, Planning Department, Public Works Department, Housing Coordinator, Health Department and other City Departments in carrying out work. Also works closely with and utilizes State code enforcement resources.
- Assists applicants for permits on where they may find additional information in the process of obtaining their building permit. Assists the public with the process wherever possible.
- Issues building, electrical and plumbing permits when adequate information has been submitted.
- Carries out enforcement of City Housing Code by conducting housing inspections.
- Performs all types of inspections to ensure that construction is occurring in compliance with applicable codes and ordinances and the submitted plans.

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- Keeps complete written records of all building inspections so that the City has good records of all construction, and the contractor and/or owner may be regularly informed about with complete documentation regarding issues that may arise during the course of construction.
- Issues occupancy permit when construction is completed in accordance with applicable codes and ordinances.
- Administers and enforces Site Plans and Zoning Codes and Junk Yard Licensing.
- Attends meetings of the Zoning Board of Adjustment with respect to applications for variances from the zoning code.
- Works with applicable City Boards with respect to the development of changes or new ordinances which effect existing City codes.
- Issues citations in compliance with the City Citation Ordinance and follows through as necessary in court on such citations.
- Performs related work as required..

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of all types of building construction materials, methods, and stages of construction where violations or non-compliance are most likely to be observed and most easily corrected. Considerable knowledge of city building and housing codes and zoning ordinances as well as related laws. Working knowledge of state and local regulations as they relate to electrical, plumbing and mechanical installations and of the City's Housing Code. Ability to communicate effectively with applicants, the public, other city staff and city boards both verbally and in writing. Ability to enforce codes and laws while at the same time treating the public courteously, professionally while conveying the feeling to them that they are being assisted. Significant skill at being able to diffuse tense situations with the public. Ability to take initiative at continually working to make the code enforcement and inspection process more streamlined and understandable for the public. Ability to keep clear written records so that there is clear documentation of inspections undertaken both so that the contractor or owner are able to clearly understand what the issues are. Ability to work with many different people in different departments on inspections issues. Ability to read and interpret code requirements and complicated plans and blueprints. Ability to effectively communicate complex and detailed information both orally and in writing. General knowledge and skill with personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases. Ability to see that City Codes are in fact enforced and followed while at the same time providing as much information and assistance to the public as possible. Ability to present pleasant helpful demeanor with public and staff. Ability to set a personal example to encourage others to provide a high level of service to customers.

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EXPERIENCE, EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Significant experience in building construction work and the accompanying trades. High School diploma or GED and prefer Associate's degree or equivalent. Must maintain a valid passenger motor vehicle operator license. The requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL EFFORT:

Work is performed both outside on construction sites or in housing and in the office. Physical dexterity, stamina and the use of all limbs and most fingers is required for navigating construction and housing sites and climbing ladders, reaching, balancing, kneeling, lifting in the course of inspections. This includes the ability to lift up items weighing up to 50 pounds. Must be able to communicate with supervisors and with other employees. Is subject to call out to respond to emergencies after normal working hours. May be required to work evening and/or weekend hours.